



DOMESTIC VIOLENCE PROGRAM RENEWAL CHECKLIST

Please have all the following information ready and available when you go to renew your license online. You can renew online by going to the Division of Public and Behavioral Health's Online Licensing System at: myhealthfacilitylicense.nv.gov.

A link to all the supporting documents listed through the check list can be found in the Supporting Documents section on page 2.

- **Proof of all new supervisors added since your initial certification or last renewal (as applicable).** Be prepared to upload a copy of the completed, signed, and dated Domestic Violence Treatment Program - Supplemental Supervisor Form with all supporting documents listed on the form for all new supervisors added. NOTE: If the degree is from a college or university outside of the United States you must upload an independent national evaluation from (found in supporting documents link).
- **Proof of all new providers of treatment added since initial certification or last renewal (as applicable).** Be prepared to upload a copy of the Provider of Treatment form and all supporting documents for all new providers of treatment.
- **Proof of Completion of Continuing Education Hours pursuant to NAC 228.210** (please document in Renewal Supplemental log)
Be prepared to upload a copy of each new supervisor of treatment and each new provider of treatment certificates of completion showing each person annually completed at least 15 hours of continuing education approved by the Division, of which: (1) Not more than 10 hours were completed via distance media if the supervisor of treatment or provider of treatment provides services to offenders anywhere in this State other than in Boulder City, Carson City, Henderson, Las Vegas, North Las Vegas, Reno or Sparks. (2) Not more than 7.5 hours were completed via distance media if the supervisor of treatment or provider of treatment provides services to offenders in Boulder City, Carson City, Henderson, Las Vegas, North Las Vegas, Reno or Sparks. (3) At least 1 hour must specifically pertain to supervision and must include education in at least one of the following: (I) An overview of a supervision model; (II) Areas of focus for a supervisor and the roles of a supervisor; (III) The process of supervising and the practical application of that process; (IV) Ethical dilemmas involved in supervising; or (V) Methods of effectively addressing and preventing ethical dilemmas in supervising. NOTE: A provider of treatment or supervisor of treatment may not receive credit for continuing education for completing a course of continuing education if he or she has already completed the course within the immediately preceding 2 years.

NOTE: When uploading CEU certificates please group together CEU certificates per individual.

- **Upload the annual report required by NAC 228.115** (please document in renewal supplemental log) The annual report must contain a report concerning the performance of each provider of treatment he or she supervises.
- **Upload fee sliding scale:** If your program offers a sliding scale, please upload a copy of the current sliding fee scale here.

SUPPORTING DOCUMENTS

Click [HERE](#) to obtain all the supporting documents listed in the renewal checklist then scroll down to "Apply for certification for a program section" to find the documents.

